



**U.S. EMBASSY SEOUL
AMERICAN CITIZEN SERVICES**

32 Sejong-ro Chongro-ku, Seoul, 110-710, Korea

Office hours: 9:00-11:30 a.m. & 1:30-3:30 p.m. Monday-Friday; closed Wednesday afternoons

Telephone: (02) 397-4114, DSN 721-4114, Fax: (02) 397-4101, DSN 721-4101

Website: www.asktheconsul.org seoul_acs@state.gov

Mail-in CHECKLIST for CONSULAR REPORT OF BIRTH ABROAD

Applicant _____ **Date:** _____

Please sign and submit this checklist and indicate which documents you are submitting.

☐ CRBA application (DS-2029)

☐ Passport application (DS-11)

☐ 2 Photos of your child, 2" x 2" (5cm x 5cm) with white background, front view

Originals and ONE PHOTOCOPY of each of the following documents must also be submitted:

☐ Parents' marriage certificate (original)

☐ Father's proof of termination of all previous marriage(s) (original)

☐ Mother's proof of termination of all previous marriage(s) (original)

If only one parent is a U.S. citizen,

☐ Father | Mother's proof of 5-year U.S. physical presence at least 2 years after age 14, such as:

☐ Junior high, high school, and/or university transcripts (original)

☐ Letter of employment from U.S. employer stating work period and location AND W-2 or tax return (original)

☐ LES or DD-214 (for military)

☐ Old passports showing entry and exits from the U.S. AND Korean Immigration Entry and Exit Certificate

☐ Secondary evidence such as utility bills, rental agreements or payroll slips

☐ Evidence that you were the unmarried dependent of a U.S. government employee stationed abroad

Originals and TWO PHOTOCOPIES of each of the following documents must also be submitted:

☐ Hospital birth certificate (original)

☐ English translation of birth certificate

☐ Father's proof of U.S. citizenship (original)

☐ Mother's proof of U.S. citizenship (original)

☐ Father/Mother's proof of identity (photocopy acceptable)

☐ Contact Info: Tel _____ Fax _____ Cell phone _____ Email _____

☐ I understand that American Citizen Services will contact me within 7-10 business days to inform me if I must submit further supporting documents or to notify me that my child's Report of Birth has been approved.

Please sign here: _____

Office Use Only: ☐ OK to issue () Officer's initials ☐ Baby Seen by Officer () Officer's initials